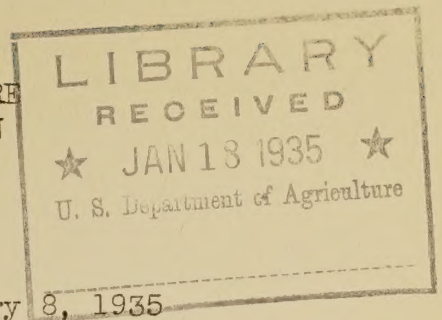


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



January 8, 1935

MEMORANDUM FOR CHIEFS OF DIVISIONS AND SECTIONS
Agricultural Adjustment Administration

Attention is invited to my memorandum of October 29, listing certain missing equipment, the first paragraph of which requested that all recipients reply as to whether or not any of the items have been found.

Replies to this memorandum have been received from a very small percentage of the activities of the Administration, and it is, therefore, requested that those activities not yet having replied do so without further delay.

The equipment referred to in the first paragraph is listed below:

Monroe Calculator No. 169357 and No. 190955

Bates Numbering Machine No. 816816

Royal Typewriter Nos. 1586517, 1592325, 1595206 and 1609472

Underwood Typewriter Nos. 4125773, 4167535, 4168947, 4204795,
and 4160086

Underwood Portable Typewriter No. 609433

Webster's International Dictionary No. AAA 10703

Typewriter Stands, AAA 17134, 17135 and 17136

Comptometer No. 300690 and No. 301582

L. C. Smith Typewriter Nos. 1062145, 1063143, 1068431, 1072827,
1073652, 1073960, 1077351

Attention is also invited to the second paragraph of my memorandum of October 29, requesting that a list of all hand trucks, platform trucks and dollies in use throughout the Administration be reported to the Property & Supplies Section, giving, where available, the AAA identification numbers shown thereon; and where such numbers are not shown, the quantity of the various types indicated.

Very truly yours,

A handwritten signature in cursive script, appearing to read "T. Weed Harvey".

T. Weed Harvey
Assistant to the Administrator

THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
100 N. 5TH ST. NEW YORK, N. Y.

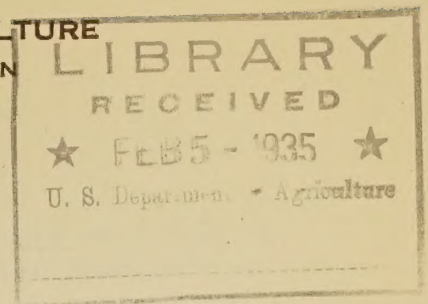
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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

AND EXTENSION SERVICE COOPERATING

WASHINGTON, D.C.



Circular Letter
Drought Work - No. 20

Subject: Revision of Reduced Rate Tariff effective January 12, 1935.

The attention of the county representatives in the drought counties included in Tariff 315-A should be immediately directed to revised Item No. 40 of this Tariff, published in supplement 4 thereto to become effective January 12, 1935.

The revised Item contains the following notice:

"Special Notice - The reduced rates authorized in tariff, as amended, apply only to persons of the class described in this item who are in distress and need assistance, and certificates in the form shown in Item 80 of tariff, as amended, (which are issued for charitable purposes only) are required to obtain the benefit of reduced rates. The fact that a county is designated as in the drought area as described in Item 35 of tariff, as amended, does not entitle all its citizens to reduced rates, but only those who are in distress and needing assistance. County agents will issue certificates only to those in distress and needing assistance, and not to persons who, under the provisions of this tariff, are not entitled to reduced rates."

The purpose of this special notice, as we understand it, is to serve as a restatement and reminder of the purposes of the tariff, and may be said to represent no change in the applicability of the Tariff.

Sections 1, 2, and 3 of paragraph (a) of Item 40 have been revised by the inclusion of the underscored clauses in the quotations below, the new clauses being included in order to connect these three sections with the special notice. Sections 1, 2, and 3 will read as follows:

"1. Farmers who are entitled to receive certificates,
as per above, who will use the commodities for feeding Livestock
owned or controlled by them."

"2. Grazers or Feeders of Livestock who are entitled to receive certificates, as per above, who will use the commodities for feeding on the farm or ranch, Livestock owned or controlled by them."

"3. Relief organizations established by the United States or State Governments which will distribute the commodities in relief work without charge to persons designated in paragraphs 1 and 2 of this Item."

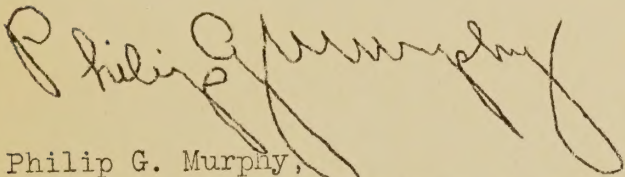
Section 4 of paragraph (a) of Item 49 is to be eliminated.

It is important to note, however, that this elimination does not intend to prohibit a needy farmer from purchasing his hay or fodder through Associations of Farmers or Dairymen. It does mean, however, that commencing January 12, individual farmers so purchasing hay and forage must secure individual certificates. In this connection, we are quoting below the revised paragraph (b) of Item 40 with the portion underscored which will permit the individual needy farmer to secure the benefits of the reduced rates on his certificates when he purchases his hay and fodder through his Association. The Amended Section (b) reads as follows:

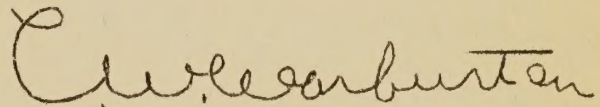
"When parties designated in paragraph (a) holding certificates, purchase Hay or other Forage, as described in Item No. 5 of tariff, as amended, from dealer or through Associations of Farmers or Dairy Producers at destination, the certificate should be surrendered to the dealer or Association of Farmers or Dairy Producers who may make claim against destination carrier for refund on the basis authorized herein for the entire carload or such portion of its contents as are covered by the certificates. These claims must be supported with the certificates, copy of the account sales indicating the kind, quantity and price of the hay or other Forage, as described in Item No. 5 of tariff, as amended, sold and presented to destination Agent."

Sufficient copies of this circular are sent herewith to State Directors to permit prompt distribution to interested county agents.

Very truly yours,



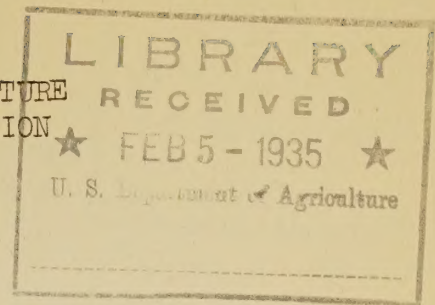
Philip G. Murphy,
Chief, Commodities Purchase Section,
Agricultural Adjustment Administration.



C. W. Warburton,
Director of Extension Work.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



January 14, 1935

MEMORANDUM FOR SECTION CHIEFS

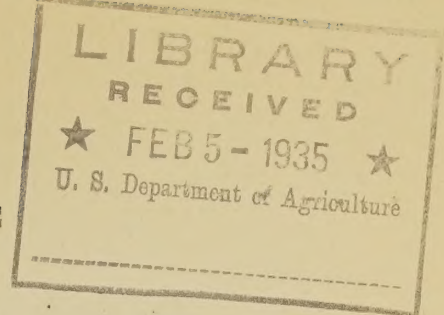
It seems advisable to again direct your attention to the regulations concerning outgoing correspondence and telegrams. In order to insure the protection of all officials of this Administration it is imperative that outgoing correspondence and telegrams must clear through the Visa Unit of the Clearance Section.

If it is necessary to send a telegram after 6 p.m., and no clerk is on duty in the Visa Unit, it may be sent direct to the telegraph office, providing copies are sent to the Clearance Section for the central files.

T. Weed Harvey

T. Weed Harvey
Assistant to Administrator

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

January 22, 1935.

MEMORANDUM ON THE DISTRIBUTION OF MAIL:

Mr. Cobb: Letters personally directed to Mr. Cobb.

Mr. Camp: Letters and telegrams from California, Arizona, and New Mexico; letters personally directed to Mr. Camp; and letters on policy and administration.

Mr. Miller: Letters from Directors of Extension, County Agents, and County Committeemen relative to administrative problems.

(Note:-- Mr. Miller should receive all his personal mail direct. All other mail should be routed to Miss Eloise Starnes for distribution to Mr. Marks and Mrs. Albrizio.)

Mr. Alvord: Budget letters, and letters from Directors of Extension and County Agents pertaining to administrative problems.

(Note:-- Mr. Alvord should receive all his personal mail direct. All other mail should be routed to Miss Vera Crawford for assortment.)

Mr. Deal: Letters relating to tax-exemption certificates other than the tagging of old cotton and letters on stolen or lost certificates.

Mr. Croom: Letters pertaining to regulations and letters on compliance.

Mr. Smith: Letters with reference to supplies, to applications for position, and letters pertaining to forms.

Mr. Duggan: Letters relating to vocational teachers.

Mr. Bishop: Letters relating to the cancellation of contracts.

Mr. Council: Letters from Congressmen, County Agents, and producers requesting data on contract payments, and requesting personal attention to insure prompt payment on suspended contracts.

Mr. Dunn: Congressional and Secretarial letters.

Mr. Buchanan: Letters pertaining to ginning, warehousing, and lost tax-exemption certificates.

Mr. Crawford: Tagging of old ~~crop~~ cotton

Mr. Green: Letters pertaining to rights of tenants other than under the Bankhead Act.

Miss Hangartner: Letters of authorization and expense accounts.

Mrs. Wheeler: Letters relating to cotton statistics.

Mrs. Fiery: Letters on appointments of Assistants in Cotton Adjustment, and letters relating to bonding of same.

Miss Greenlee: Letters relating to petitions and opinions, suggestions, and plans offered.

Miss Crawford: Allotment letters and miscellaneous letters.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

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★ FEB 5 - 1935
U. S. Department of Agriculture

January 23, 1935.

MEMORANDUM TO ALL REGIONAL DIRECTORS

Procedure to be followed in requesting telegraphic
authority to appoint personnel

In asking for telegraphic authority to appoint personnel,
state the duties of the person recommended as well as the salary
and headquarters, the form of the wire to be substantially as follows:

"Request telegraphic authority appoint
(name of appointee) as Field clerk (or
other designation) to appraise lands (or
other duties) salary \$1620 per annum
(or whatever salary should be) head-
quarters _____"

In stating the duties of personnel, conform to the classi-
fication under the heading "Purpose of Expenditure" appearing on
Form SL No. 8, "Personnel and Budget for Field Investigational
Work." Failure to follow this procedure may cause confusion in
assigning personnel to positions included in the budget and re-
sult in delay of certain appointments.

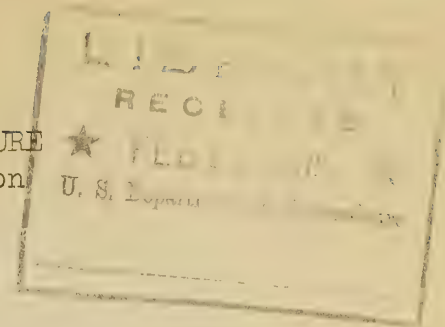
Information as to authorization of personnel to travel and
receive subsistence need not be given when the request is to be
followed from the regional office by the necessary appointment
papers.

Please advise all persons handling telegraphic requests for
appointment in your region to include information as to the duties
of persons whose appointments are being requested in accordance with
instructions in this memorandum.

(Signed) C. F. CLAYTON
Assistant to the Chief,
In Charge of Projects.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.



CORRECTED COPY

Reissued because of typographical errors in original issue

February 4, 1935.

MEMORANDUM FOR ALL SECTIONS

This office is in receipt of a memorandum from the Director of Finance, Office of the Secretary, which reads, in part, as follows:

"This office is experiencing some difficulty in maintaining unbroken contacts with the Division of Disbursements, Treasury Department, on matters regarding which it is essential that this office should at all times be fully informed. The principal source of this difficulty is a growing tendency on the part of bureau accounting offices and others to communicate directly with the Division of Disbursement by letter, memorandum or telephone about transactions which should be handled through this office."

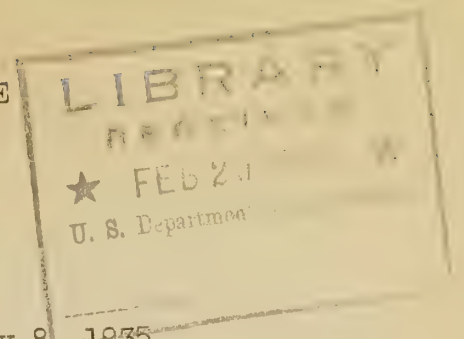
In addition to the above, your attention is again directed to the fact that all contacts between employees of the Agricultural Adjustment Administration and the Division of Disbursement, Treasury Department, regarding information on vouchers and checks for individuals within the Administration are to be made through the Office of Business Management.

A large, stylized handwritten signature in dark ink, reading "T Weed Harvey".

T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D.C.



February 8, 1935.

MEMORANDUM FOR ALL SECTIONS

The General Accounting Office has recently taken the stand that where an employee is issued a letter of authorization for travel, which is subsequently amended to provide for a change in duty station in the interest of the service, the amendment cancels the original letter for authorization.

Accordingly, it is suggested that where an employee's official station is to be changed by an amendment to the letter of authorization covering original travel and he is to remain in a travel status, that a new letter of authorization be prepared showing travel from and return to the new duty station, or, have the amendment authorizing such change in official station include travel to the required points from and to the new headquarters.

If this procedure is followed it will eliminate much confusion and delay now being experienced in the audit and certification of certain reimbursement vouchers.

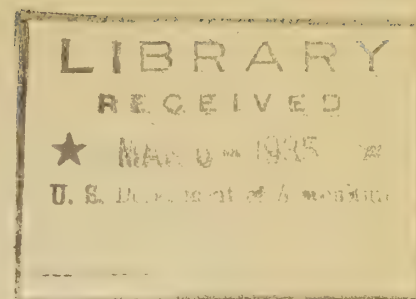
A handwritten signature in cursive script that reads "T. Weed Harvey".

T. Weed Harvey
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



February 26, 1935.

MEMORANDUM FOR DIRECTORS OF DIVISIONS
AND CHIEFS OF SECTIONS

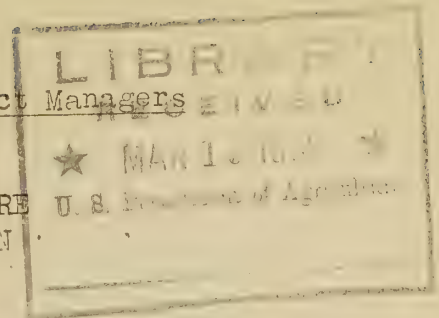
Effective immediately, all official papers in connection with administrative matters, such as personnel, travel authorization, equipment, supplies, etc., should be signed by the Chief of the originating Section, approved by the Director of the Division in which the Section is located, as outlined in General Office Order No. 50, and then forwarded to the Office of Business Management for action.

A handwritten signature in dark ink, appearing to read "T Weed Harvey". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



March 7, 1935

MEMORANDUM TO REGIONAL DIRECTORS

(Supplemental to Memorandum on Revised Nominations Procedure of February 18, 1935)

1. By agreement with Mr. Friant, it will be the policy of the Washington Office of the Land Policy Section hereafter to refer all applications for positions falling within the scope of the nominations procedure to Mr. Friant's office for consideration and reply. Mr. Friant states that he is willing to handle applications coming to the offices of our Regional Directors and Project Managers in a similar way. There are obvious advantages in having you and your Project Managers follow the same procedure that we have adopted and, therefore, I urge that hereafter you inform applicants accordingly.

2. It has come to our attention that the persons requested to make nominations have not always informed their local contact men as to the qualifications required for positions. Accordingly, that part of the form letter ("Form Letter to be used for Requests for Nominations", copy of which was attached to the memorandum of February 18) now reading "1. To give them well qualified people for the position." will hereafter read as follows:

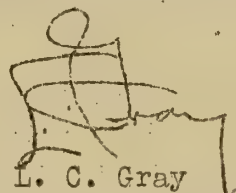
"1. To give them well qualified people for the position. Therefore, if you plan to secure recommendations through State or local contact men, it is very important that you send your contact men our statement of the qualifications required for the positions covered by this request. Two carbon copies are enclosed for that purpose."

3. The revised nominations procedure was established in part to provide "reserve" nominations for future use as the need arose. Naturally, no vacancies may exist at a given time. Both Mr. Friant's letter of request for nominations, and his letter sent to nominees, attempted to cover this point; nevertheless, to avoid misunderstanding, you should make it a point, in your correspondence and other contacts with nominees who cannot be employed at the time because no vacancies then exist, to re-explain the situation, emphasizing the point that openings might arise later for which, if qualified, they will be given consideration when such needs do arise.

4. Mr. Friant has requested me to inform you that hereafter you are to disregard nominations that are made to you direct without coming through his office as provided in the revised nominations procedure outlined in my memorandum of February 18. Refer any such cases promptly to Wiecking. An instance of that kind which recently occurred caused a great deal of confusion, misunderstanding, and delay, since neither we nor Mr. Friant had any record of the nomination having been made.

5. I want again to emphasize the statement made in my memorandum of February 18 that you should address all matters arising in connection with nomination to Wiecking and not to Mr. Friant or to persons requested to make nominations.

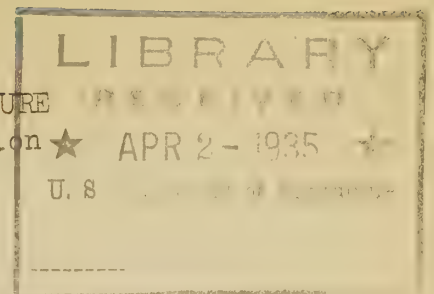
Will you please promptly bring the contents of this memorandum to the attention of such of your Project Managers and other employees as you desire to be informed?



L. C. Gray
Chief, Land Policy Section,
Division of Program Planning

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



March 8, 1935.

MEMORANDUM TO DIRECTORS OF EXTENSION AND
MEMBERS OF STATE ALLOTMENT BOARDS

It has been the policy of the Division of Cotton, in connection with the 1934-1935 contracts and compliance therewith, to require all measurements of areas to include solid blocks only and to make no allowance for space occupied by terraces or interplanted crops. The only exception heretofore has been in the case of orchards, where the trees occupied a considerable part of the area, in which cases the committees were authorized to deduct from the area measured the space actually occupied by the trees. Also, recently, a statement has been issued permitting, under certain restrictions, terraces already constructed or land set aside for terraces to be constructed during the present season, to be designated as area included in the rented acres.


These are the only exceptions the Division of Cotton will make to its established rule requiring, as above stated, acreage to be measured in solid blocks, and no allowance on acreage can be made for wide rows or the interplanting of other crops with cotton in alternate rows or otherwise.

In connection with the exceptions above noted, where it may be permitted to designate as rented acres land in terraces or land set aside for terraces to be constructed in 1935, the following restrictions must be complied with:

1. These terraces, if designated as rented acres, must represent an average of the productivity of the land on the farm used for crop production purposes.
2. The land used for terraces must have been cultivated in 1934 in some agricultural crop.
3. The land designated must be in cultivation in 1935, and if not planted in a cultivated crop must be kept free from weeds, according to the terms of the contract.

The purpose of the above exceptions is to encourage cooperation with the State Extension Service and Federal Agencies in soil

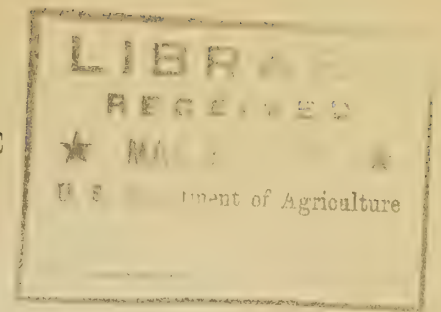
conservation and erosion preventive programs. Under the plan suggested, if desired, the designated strips can be left fallow (kept free from weeds) and the terraces constructed during the summer at the convenience of the producer.

A handwritten signature in cursive script, reading "C. A. Cobb". The signature is written in dark ink and is positioned above the printed name and title.

C. A. Cobb,
Director, Division of Cotton.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



March 12, 1935.

MEMORANDUM FOR ALL SECTIONS


The following memorandum has been received from the Director of Personnel, Department of Agriculture.

"Hereafter no appointments to any position in any branch of the Department of Agriculture shall be made where one member of the family is already in the Federal Service (service in the enlisted personnel of the Army, Navy, Marine Corps or Coast Guard will not be considered as in the Federal Service for the purpose of this order). This restriction applies to all temporary, emergency and permanent appointments regardless of whether the position is subject to or excepted from the civil service rules and regulations.

"The Attorney General in defining the word "family" as used in the Civil Service Act has stated as follows:

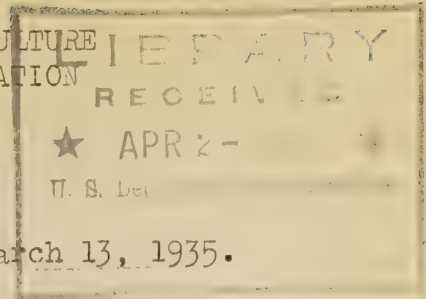
"The family consists of those who live under the same roof with the paterfamilias - those who form * * * * * his fireside; but when they branch out and become heads of new establishments they cease to be part of the father's family." (Opinion of July 12, 1907)."

When selecting new employees for appointment to the Agricultural Adjustment Administration, please comply with the above order.


T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



March 13, 1935.

MEMORANDUM FOR REGIONAL DIRECTORS,
REGIONAL ADMINISTRATIVE ASSISTANTS AND PROJECT MANAGERS

The following memorandum has been received from the Director of Personnel, Department of Agriculture.

"Hereafter no appointments to any position in any branch of the Department of Agriculture shall be made where one member of the family is already in the Federal Service (service in the enlisted personnel of the Army, Navy, Marine Corps or Coast Guard will not be considered as in the Federal Service for the purpose of this order). This restriction applies to all temporary, emergency and permanent appointments regardless of whether the position is subject to or excepted from the civil service rules and regulations.

"The Attorney General in defining the word "family" as used in the Civil Service Act has stated as follows:

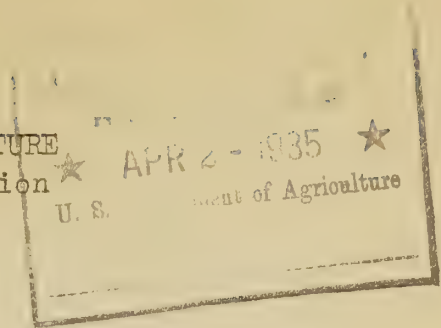
"The family consists of those who live under the same roof with the paterfamilias - those who form * * * his fireside; but when they branch out and become heads of new establishments they cease to be part of the father's family." (Opinion of July 12, 1907)."

When selecting new employees for appoint, please comply with the above order.

L. C. Gray,
Chief, Land Policy Section,
Division of Program Planning

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



March 22, 1935

MEMORANDUM TO DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

It has come to my attention that commodity sections in the Administration have directed requests for legal opinions to sections in the Office of the Solicitor. This practice should be discontinued immediately, and all requests for legal opinions should be addressed and forwarded directly to the Solicitor.

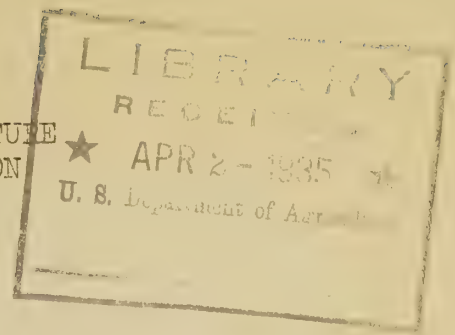
It is not intended by this memorandum to prohibit or even discourage requests by the various division or section heads for informal opinions or advice from the several attorneys in the Solicitor's Office. What is meant is that all requests for formal opinions should be addressed directly to the Solicitor. Where opinions or advice are requested by the division or section heads from the several attorneys in the Solicitor's Office, it should be distinctly understood that the Solicitor is not responsible for such opinions and that the person requesting the same will follow them on his own responsibility.

Chester C. Davis

Chester C. Davis,
Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



March 25, 1935

MEMORANDUM FOR DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

The following summaries of recent decisions rendered by the Comptroller General of the United States, relative to the use of foreign vessels are furnished for your information and guidance in performing and directing foreign travel:

Decision of February 14, 1935 (A--56432) to the Secretary of Agriculture, in which the Comptroller General affirms his previous decision of August 7, 1934, 14 Comp. Gen. 95, wherein it was held that an official of this Department who had traveled on a foreign vessel in contravention of Section 601 of the Merchant Marine Act of May 22, 1928, would be required to deposit into the Treasury of the United States the full amount expended by him and in his behalf by the Department in connection with such travel, amounting in this particular case to \$1,374.50.

Decision of February 27, 1935 (A-54093) to the Secretary of Agriculture, affirms the disallowance of a claim for \$220.00 made by the Italian Line for the transportation of an employee of this Department. In this particular case the Comptroller General has refused to allow payment to the steamship company for the services rendered in compliance with Government Transportation Request issued therefor, and the company has made demand upon the traveler for payment from his personal funds for this amount. See Paragraph 95, Government Travel Regulations, dated January 30, 1934.

Attention is also invited to the provisions of Section 10 of the Act of March 3, 1933, 47 Stat. 1516, which limits the allowances for travel under law, not to exceed the lowest first class rate by the transportation facility used. This law is mandatory even though the lowest first class accommodations are not available at the time the transportation is applied for. Accordingly, if the traveler pays any price in excess of the cost of the lowest first class accommodations, even though such accommodations are not available, he will be charged with the difference. See Appendix XV, Government Travel Regulations, dated January 30, 1934.

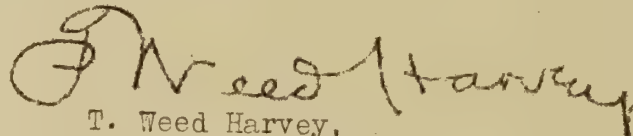
The following excerpt taken from letter dated March 8, 1935, from Acting Comptroller General of the United States, should be brought to the attention of all employees traveling on official business between Memphis and Pensacola, in order that Transportation Requests issued for sleeper accommodations between these points over the Frisco Lines should be made out to the Frisco Lines instead of to the Pullman Company.

March 20, 1935

MEMORANDUM FOR DIRECTORS OF DIVISIONS AND CHIEFS OF SECTIONS

"Our attention has been invited to the fact that the local sleeper operating via the Frisco Lines between Memphis and Pensacola is operated by the St. Louis-Santa Fe Railway. That fact is not generally known, and therefore, transportation requests for sleeping car accommodations in the sleeper operated by the Frisco Lines are usually drawn upon the Pullman Company which necessitates the Frisco Lines securing a waiver from the Pullman Company in each case, in order to secure payment of their bills."

Very truly yours,

A handwritten signature in dark ink, reading "T. Weed Harvey". The signature is written in a cursive style with a large, stylized initial "T".

T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

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April 1, 1935.

MEMORANDUM FOR CHIEFS OF DIVISIONS, SECTIONS AND OFFICES,

AGRICULTURAL ADJUSTMENT ADMINISTRATION:

Reference is made to my memorandum dated February 8, 1935, citing the fact that the General Accounting Office is holding that when an amendment is made to a letter of authorization that changes the official duty station, the amendment cancels the original letter of authorization.

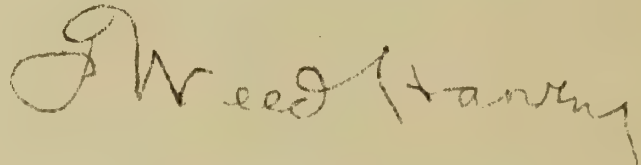
In connection with the change of official duty station, it has been noted in several instances that the only date shown in the request for amendment is the effective date of the change of station. This leads to the assumption that the traveler is already on temporary duty at that place. However, it later develops that the date given is the date of arrival or effective date of transfer. As a result the travel incident to the change of official station was not specifically authorized in advance, apparently because the section concerned was of the opinion that such travel was authorized by the original letter of authorization. Consequently the expenses incident to the travel from the original duty station to the new duty station are not reimbursable since the transfer was not authorized in advance by the head of the department in an order directing such transfer pursuant to the requirements of Section 2 of the Act of March 3, 1933, 47 Stat. 1513.

To prevent repetitions of this nature, it is suggested that in connection with travel incident to change of official station, that the request for authorization be written as follows:

1. A separate request (not an amendment) showing date of departure, the effective date of change being upon arrival at new station, and that the change of official station is in the interest of the government service, if such is a fact.

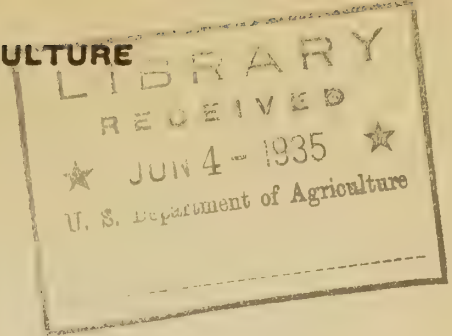
2. If employee is to continue in travel status from his new duty station, prepare a request for a new letter for the travel and other items required incident thereto.

Strict adherence to the above procedure will clarify this situation and work out to the best interest of both the traveler and this administration.

A handwritten signature in cursive script, reading "T. Weed Harvey". The signature is written in dark ink and is positioned above the typed name.

T. Weed Harvey,
Assistant to Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF EXTENSION WORK
WASHINGTON, D. C.



Circular Letter
Miscellaneous - No. 108

April 5, 1935

TO ALL STATE DIRECTORS OF EXTENSION:

Re: Information on A.A.A. Contracts to
Census Enumerators.

The Agricultural Adjustment Administration desires to cooperate with the Bureau of the Census in making the 1935 agricultural census as complete as possible. In order that census enumerators may determine whether they have reached all farm operators in the county, it has been agreed that these enumerators, on request, will be furnished lists of A.A.A. contract signers and tenants. It is not expected that the census enumerators will use A.A.A. contracts as a means of obtaining information for the filling out of census schedules in lieu of a visit to a farmer, but rather that information obtained from A.A.A. contracts will supplement the information they obtain in the regular course of their enumeration. The information desired by census enumerators will vary somewhat according to the locality and the commodity on which contracts have been executed.

The Bureau of the Census has cooperated in a very fine way with the Adjustment Administration in furnishing special information desired by the Administration which was available in the Census files, and the Adjustment Administration naturally wishes to render any assistance possible to the Bureau of the Census. As the Bureau of the Census has limited funds, it will be necessary in most cases for county agricultural agents to furnish the information desired by census enumerators from files in their offices or the offices of production control associations. So far as practicable this information should be gotten together by regular clerical employees in county agent offices who are familiar with the files. If the employment of additional clerical help is necessary to get together the information desired by census enumerators, the cost of such help can be charged against A.A.A. allotments to the Extension Service. If the allotment already made to your State is wholly obligated, or budgeted, and the employment of extra clerical help for this work is necessary, a request should be made for an additional allotment. The extra expense should be held down as much as possible, and should not in any case be large for any State. In no case, however, should the proposed cooperation be permitted to delay any phase of the A.A.A. program.

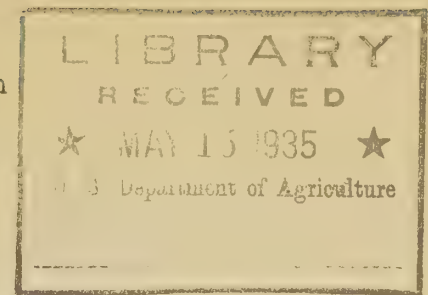
Yours very truly,

A handwritten signature in cursive script, reading "C. W. Warburton".

C. W. Warburton,
Director of Extension Work.

187
Kane

Agricultural Adjustment Administration
Division of Program Planning
Land Policy Section



April 8, 1935

ADMINISTRATIVE CIRCULAR NO. 11

Dr. W. W. Stockberger, Director of Personnel, has asked bureau chiefs to bring to the attention of all employees, the policy of the Department in connection with political activity. His memorandum follows:

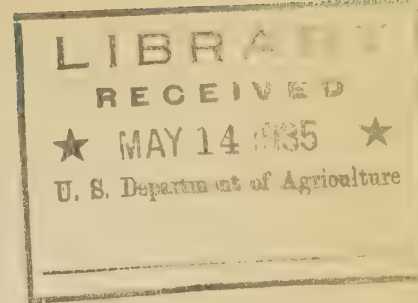
"It is the policy of the Department that all non-Civil Service workers should fully observe the restrictions on partisan political activity which apply to employees with Civil Service status.

"Competitive employees, while retaining the right to vote and to express privately their opinions on political subjects, are forbidden to take an active part in political management or in political campaigns. This also applies to temporary employees, employees on leave of absence with or without pay, substitutes, and laborers. Political activity in city, county, State, or national elections, whether primary or regular, or in behalf of any party or candidate, or any measure to be voted upon, is prohibited."

Regional Directors and Project Managers are requested to bring this matter to the attention of all employees under their supervision.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



April 25, 1935.

MEMORANDUM FOR DIRECTORS OF DIVISIONS

Effective at once all personnel recommendations (Green Sheets) are to be forwarded from the Office of the Director of each Division direct to the Office of Business Management, Room 5756 South Building.

The Personnel Section will discontinue the practice of notifying administrative assistants and head clerks as to the expiration dates of temporary appointments in order to have requests for extensions or terminations submitted at the proper time. The responsibility for submitting personnel recommendations at the proper time will now be left entirely to the employees handling personnel matters in each Division.

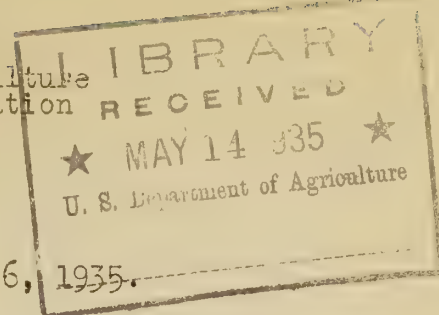
Recommendations for extensions or terminations of appointments should be submitted at least three weeks prior to the effective date desired in the case of civil service employees, and two weeks prior to the effective date desired in the case of non-civil service employees.

Hereafter complete information should be shown on all personnel green sheets; i.e., all questions answered, and a complete statement given under "Reasons for Action".

A handwritten signature in cursive script, reading "T. Weed Harvey".

T. Weed Harvey,
Assistant to Administrator.

United States Department of Agriculture
Agricultural Adjustment Administration
Washington, D. C.



May 6, 1935.

MEMORANDUM FOR CHIEFS OF DIVISIONS, SECTIONS AND OFFICES.

The Standardized Government Travel Regulations, as amended, are reasonably complete and comprehensive, and strict observance would give no occasion for delay in the payment of transportation company's bills.

In some instances travelers are either careless or negligent in both the preparation of transportation requests and the disposition of memorandum requests which results in extra work in the Administrative Office and unnecessary delays in settlement of carriers' accounts.

In connection with the detailed instructions for the preparation of transportation requests as contained in paragraph 21, page 10, of the Standardized Government Travel Regulations, it is felt that the following should be especially emphasized:

"The date, place at which request is issued, name of the carrier of company on which drawn, point of departure, destination complete route showing initials of carriers and junction points, class of ticket, - whether first class, limited, round trip, party, or other special class - must be inserted. When sleeping car accommodations are desired standard or tourist, upper or lower berth, must be indicated in the block provided therefor on the request. All unused blocks should be cancelled by drawing a line through them. The request should have the signature of both the traveler and the issuing officer."

The memorandum transportation request is a very important administrative record and should be legible and complete in all respects, containing all the information shown on the original request. The memorandum request is also necessary in connection with the administrative examination of both the traveler's reimbursement voucher and the transportation company's bill. Travelers should see to it that these requests are forwarded to the Administrative Audit Unit of the Comptroller's Office not later than the last day of the month in which they are used.

T. Weed Harvey
T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

May 14, 1935.

MEMORANDUM FOR THE CHIEF, PERSONNEL SECTION

Dear Mr. Whalen:

We are transmitting herewith list of all employees of the Land Policy Section, including persons appointed on telegraphic authority whose appointments have not yet been confirmed. All confirmations are expected to be in the office, however, not later than the end of the week, May 18.

This list is furnished in connection with the impending transfer of all employees of this Section to the Resettlement Administration on June 1. When such transfers have been made it will, of course, be necessary to terminate the appointments of these employees on the rolls of the Agricultural Adjustment Administration.

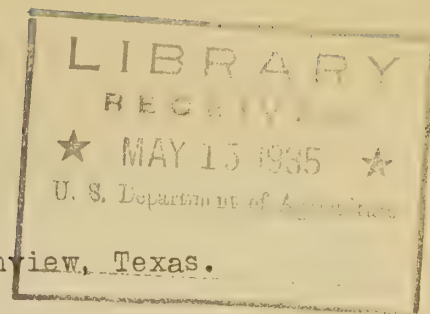
Sincerely yours,

L. C. Gray,
Chief, Land Policy Section,
Division of Program Planning

Enclosure

P. S. It is requested that no action be taken for the present in reference to the employees carried on the 3X017 appropriation. (Departmental Service only)

Confidential



Plainview, Texas.

A SUGGESTED PLAN FOR THE WASHINGTON GATHERING
ON MAY 14, 1935, AT 9:00 A.M.

Start your work first in the community, then organize by counties, and by States.

Have your State identified in some novel way with certain color cloth streamers, hats, badges, or by the use of a wide ribbon in your State's colors with name of county, parish or township and State. To do this it will require your best planning efforts.

Organize en route in groups of ten, fifteen or twenty, with captains to head each group.

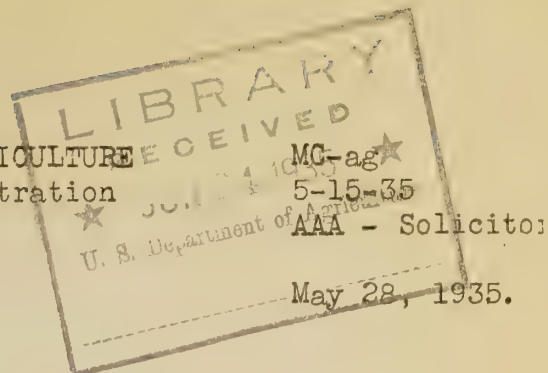
Arrange to have an expression of our appreciation of the A.A.A. program from one of each State group from some average farmer to the Secretary and Mr. Davis. (This to be carried out if time will permit.)

Write each Congressman and Senator from your State to the effect that your State will be represented in Washington on May 14 by a group of contract-signing farmers.

If your Congressman and Senator desire any further information, communicate with the Arrangement Committee which will be in Washington on May 13 at the Raleigh Hotel. This committee is composed of the following cotton farmers:

C. H. Day)	
Plainview, Texas)	
)	Home
G. T. Scott)	
Selma, North Carolina)	address
)	
J. F. Tompkins)	
Burdette, Arkansas)	

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



MEMORANDUM TO ALL COMMODITY SECTION CHIEFS

Guided by the recent decision of the Supreme Court in the case of Panama Refining Co. v. Ryan, the procedure in connection with the making of findings of fact on which the issuance of licenses and similar orders are based has been revised. The following procedure has been decided upon and is to be followed in the future:

1. The Chief or the Assistant Chief of the Section charged with the administration of the license or other order will assemble in a file the economic data tending to support the findings of fact recited in the proposed license or other order.

2. The Chief or Assistant Chief of the Section shall carefully examine the economic data contained in such file and, if he finds such data sufficient, shall sign a certificate to the effect that he has examined the economic data and that those data in his opinion are adequate to sustain the findings of fact recited in the proposed license or other order.

3. The above certificate will then be physically attached to the file containing the economic data and forwarded to the appropriate Director and then to the Administrator for their approval. After the Director and Administrator have signified their approval by initialing the certificate, the file together with the certificate will be forwarded to the Secretary who will actually read the certificate and initial the name before executing the license or other order.

Chester Davis

Administrator

Attachment
Form of Certificate

REPORT TO THE SECRETARY

1. I, _____, (Assistant) Chief
(Name)
of the _____ Section, _____
Division, have examined the economic data contained in the file
which is annexed to this Report.

2. It is my opinion that the economic data contained in
the attached file are adequate to sustain the proposed findings
of fact recited in the proposed License for _____*
which is transmitted herewith.

3. I, therefore, recommend that you make the said findings
of fact and execute the proposed License for _____.*

(Assistant) Chief of _____ Section

Director, _____ Division

Approved:

Administrator

Noted:

Secretary

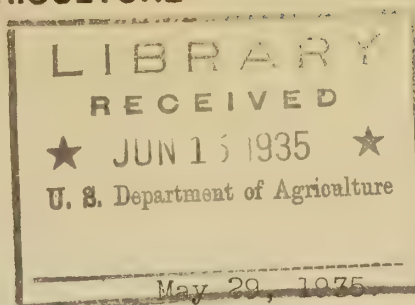
* If an order other than a license is involved, the wording here
should be changed accordingly.

1574
Adm

UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF EXTENSION WORK

WASHINGTON, D. C.



Circular Letter

Miscellaneous - No. 117

TO EXTENSION DIRECTORS:

A National Poultry Improvement Plan, copy of which is enclosed, was authorized by Congress in the Bureau of Animal Industry section of the 1935-36 Agricultural Appropriation. Funds were provided for salaries and expenses of Federal coordinators, who, when requested, will cooperate with the various official State agencies.

The plan as outlined consists of three classes of disease eradication and three stages in a breeding program appropriately called, U. S. Approved, U. S. Certified, and U. S. Record of Performance. The poultry improvement plan as a whole covers the subject matter which the Poultry Specialists have previously used in their educational work.

The highest stage, commonly called R. O. P. (Record of Performance), involves daily trapnesting by the owner, the weighing of eggs, pedigree hatching, and much detailed record keeping. This selection of the foundation blood lines is recognized as a very important keystone of this plan, but because of the expense and detail involved has presented numerous obstacles. Since such work requires supervision, the question of the policy of the Extension Service in such matters is frequently raised.

Certain States have written a special R. O. P. subproject in their plan of work. Others have enrolled the R. O. P. flocks as Demonstration Farm Flocks, the Poultry Specialist or assistant making visits when in that vicinity. Frequently the Poultry Specialist supervises the records and selects the official inspectors employed by the R. O. P. Association. Because of the fundamental importance of developing key flocks, and since such breeders may be widely scattered, it is urged that the Specialists give special emphasis to organizing and maintaining this work. Wherever possible the Association should reimburse the Extension Service for actual time spent by the Specialist in making inspections.

Any State that desires to take up this poultry improvement plan and which does not now have a sub-project covering this activity should submit an amendment to the 1936 plan of work.

Very truly yours,

C. W. Warburton,
Director of Extension Work.

Enclosure

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

U. S. Department of Agriculture
June 5, 1935.

MEMORANDUM TO ALL SUPERVISING ACCOUNTANTS

Attached is a proposed and preliminary Chart of Accounts of Expenses to be used as a guide in the installation of accounting systems for Control Committees operating under Marketing Agreements and Licenses issued by the Secretary of Agriculture.

This Chart of Accounts has been compiled from a study made of audit reports submitted to this office by fifteen Control Committees. Due to the various uses in terminology by these administrative committees, it has been practically impossible to consolidate or compare the audit reports which we have received. For this reason we are endeavoring to establish a uniform chart of Accounts for all Control Committees and administrative bodies operating under the various Licenses and Agreements.

The Chart of Accounts has been divided into three divisions of operation, viz.,

- (a) Administrative and Office
- (b) Field Work
- (c) Control Committee

(A) ADMINISTRATIVE AND OFFICE

Executive Salaries: Shall be the salaries which have been known and referred to by such terms as Administrative Salaries, Executive Salaries, Officers' Salaries and Managers' Salaries.

Executive Assistants' Salaries: Shall be those salaries as the name implies and sometimes considered office assistants and department heads under administrative operations.

Executive Travel and Expense: These expenses should include all vouchers rendered or expenses incurred by administrative officers and employees.

Office Salaries: This is self-explanatory and should include all types of clerical and stenographic salaries.

(A) ADMINISTRATIVE AND OFFICE - Cont'd.

Collection Salaries and Expenses: Are those salaries paid to collectors whose main duties are to collect assessments and administrative fees, and any expenditures incurred in the collection of "Accounts Receivable" other than the salary of collectors.

Legal Fees: This item is self-explanatory and sometimes expressed as "Legal" and "Attorney's Fees".

Legal Travel and Expenses: This should include any travel vouchers and expenses rendered by attorneys for service to the Control Committee, as well as any other expenses relative to litigation of the Control Committee.

Accounting Fees: This expense will include audit fees by outside auditors, cost of annual reports, or any accounting supervision rendered the Control Committee - including its own auditing personnel.

Insurance: This term is used in the general sense and includes premiums on bonds, auto insurance, workmen's compensation insurance, and any other general insurance.

Subscriptions and Market News and Periodicals: This account shall include such items as daily auction reports, purchases of newspapers and magazines, press notices of Licenses, clipping services, and other statistical services relative to the industry.

Stationery and Printing: This item shall include all mimeographed paper and supplies, office supplies and expenses, printing of tags, cost of assessment stamps, and other items to which the title applies.

Taxes: This title is used in the general sense, referring to all types of taxes imposed upon the committee.

Rent: This item is self-explanatory and includes any rents paid for office space occupied.

Bad Debt Provision: This item shall contain the charge for "Accounts Receivable" which are considered doubtful of collection.

Depreciation: This account should be charged with all items of depreciation of fixed assets carried by the Control Committee, where said assets are of such an amount that recording of obsolescence is deemed necessary.

(A) ADMINISTRATIVE AND OFFICE - Cont'd.

Estimating: This account should be charged with those expenses incurred for crop estimates or other estimating in connection with assessments and prorations.

Interest: Interest expense is as the term implies. This account should be charged with any exchange costs imposed by financial institutions or from other authorized sources.

Light and Power: It is believed that this title is self-explanatory.

Postage and Express: It is believed that this title is self-explanatory. The item of express, however, in this instance does not include charges for handling the disposition of marketable crops.

Publicity and Advertising: This title is self-explanatory but should not include items as described under the caption "Subscriptions - Market News".

Research Work: This account should be charged with such research work carried on by the Control Committee and authorized and approved by said Committee.

Telephone: This account should be charged with such expenditures as the name implies.

Telegraph: This account should be charged with such expenditures as the name implies.

Janitor Service: This account will be charged with such expenses as janitor service and such related services.

Miscellaneous Expenses: This item shall include various and sundry expenses and miscellaneous losses not accounted for elsewhere in the Chart of Accounts.

Office Equipment Expense: This account should be charged with the rental of any office equipment or direct charges for office equipment of such value that it is deemed unnecessary to set up as a fixed asset.

(B) FIELD WORK

This classified heading is to keep the expenses incurred in the field separate and distinct from administrative and office expenses.

Field Supervisors' Salaries: This account should be charged with the salaries of Field Supervisors and Managing Agents of the Control Committee located in the field offices.

(B) FIELD WORK - Cont'd.

Field Inspectors' Salaries: This account should be charged with all other field employees who have been known and referred to by such terms as field inspectors, field employees, inspection salaries, policing salaries, detectives, road guards, investigators, and field representatives.

Field Travel Expense: This account shall be charged with all travel expenses for field supervisors and employees.

Inspection Service U. S. D. A.: In some instances Control Committees have cooperated with the Field Agencies of the United States Department of Agriculture and required their services for inspection purposes. This account will be charged with such services.

Sampling and Grading Expenses: This account should be charged with such expenses incurred by the Control Committee for sampling and grading in the field, as may be incurred by field supervisors and employees in connection with their duties.

(C) CONTROL COMMITTEE

This classified heading has been separated from the other expenses in order that the salaries and expenses of all committees and sub-committees may be distinguished from the regular administrative and office expenses and field expenses.

Fees: These fees shall include the amounts paid Committee-men when so authorized to receive same under various committees and sub-committees authorized by the License or Marketing Agreement.

Travel: These expenses will consist of any expenditures for travel made by members of various committees and sub-committees rendered by them and chargeable to the operations of the Control Committee.

Other Expenses: This account can be charged with any other expenses that may be incurred by members of the Control Committee or various sub-committees thereunder.

L. O. Manley,
Chief Accountant,
Field Investigation Section.

Enclosure

CONTROL COMMITTEE
CHART OF ACCOUNTS

EXPENSES

Administrative and Office:

- Executive Salaries
- Executive Assistants' Salaries
- Executive - Travel Expense
- Office Salaries
- Collection Salary and Expense
- Legal Fees
- Legal - Travel and Expense
- Accounting Fees
- Insurance
- Subscriptions - Market News & Periodicals
- Stationery and Printing
- Taxes
- Rent
- Bad Debt Provision
- Depreciation
- Estimating
- Interest and Bank Charges
- Light and Power
- Postage and Express
- Publicity and Advertising
- Research Work
- Telephone
- Telegraph
- Janitor Service
- Miscellaneous Expense
- Office Equipment Expense

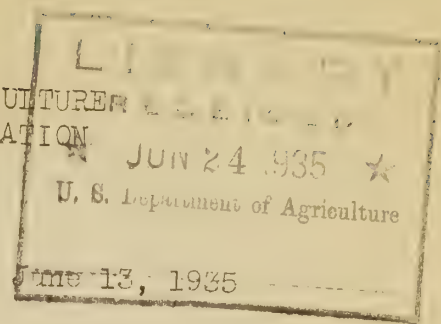
Field Work

- Field Supervisors' Salaries
- Field Inspectors' Salaries
- Field Travel Expense
- Inspection Service U. S. D. A.
- Sampling and Grading Expense

Control Committee

- Fees
- Travel
- Other Expense

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



TO SECRETARIES OF COMMODITY PRODUCTION CONTROL ASSOCIATIONS:

We are calling to your particular attention the attached letter which we feel will be of interest to all commodity production control association committeemen. As you will note, the statement by Secretary Wallace enclosed in this letter deals with the recent decision of the United States Supreme Court on the N.R.A. case in its relation to the crop production control contracts entered into by the Secretary with contract signers. We are sending you, under separate cover, 100 copies of this letter for distribution to your association committeemen and for such other use as may seem desirable.

Sincerely yours,

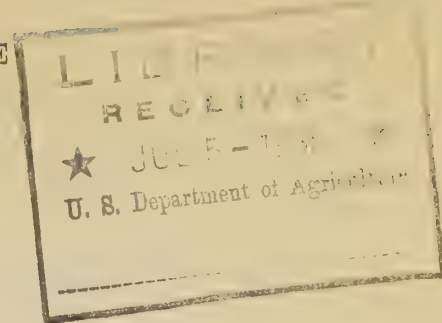
A handwritten signature in cursive script that reads "Chester C. Davis".

Chester C. Davis,
Administrator

Enclosure

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



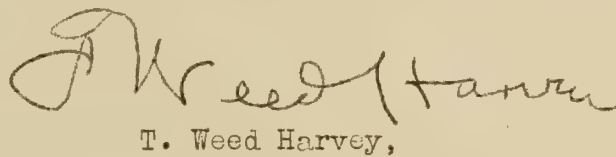
June 19, 1935.

MEMORANDUM TO THE DIVISION AND SECTION CHIEFS.

Your attention is called to the renewal of general letters of authorization for the fiscal year 1936.

This general authority is to be confined to the Division and Section Chiefs, and to such of your immediate assistants as deemed necessary.

The estimated amount to be expended under these letters of authorization should also be kept at a minimum, and in no instance to exceed one thousand dollars (\$1,000).


T. Weed Harvey,
Assistant to Administrator.

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LIBRARY
RECEIVED
JUL 8 - 1935
U. S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE ★
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

June 24, 1935.

MEMORANDUM FOR ALL DIVISION AND SECTION CHIEFS

The Section of Surety Bonds of the Treasury Department has requested that all bonds of indemnity for an advance of funds be filed with it at least two days before application for advance is presented.

Please bring this to the attention of all employees who may have need for such advances, that they may take the necessary precaution by filing a bond of indemnity with the Treasury Department in case it should be necessary to depart on short notice.

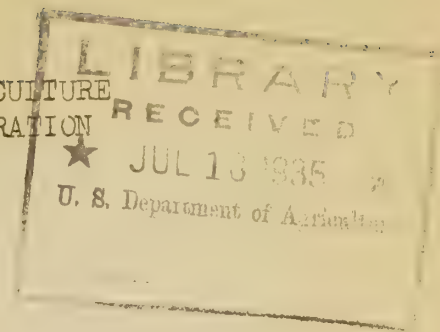
The bond should pass through the regular channels for approval as heretofore prior to transmittal to the Section of Surety Bonds of the Treasury Department.

T. Weed Harvey

T. Weed Harvey
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.



June 18, 1935.

TO SECRETARIES OF COUNTY PRODUCTION-CONTROL ASSOCIATIONS

Members of production control associations and other farmers have been asking for copies of the talk made by The President to the 4,000 or more farmers in Washington on May 14. To meet these requests we have obtained printed copies of the address, which are available for distribution to committeemen and others interested.

The President's address summarizes existing and past agricultural conditions, sketches progress made under the adjustment programs, and pledges continuation of the National program of adjusting production to demand.

We are forwarding to you 100 copies of the address for distribution among officers and committeemen of your association. Additional copies may be obtained, if you wish them, from the Division of Information, Agricultural Adjustment Administration, Washington, D. C.

Sincerely,

A handwritten signature in cursive script that reads "Chester C. Davis".

Chester C. Davis,
Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

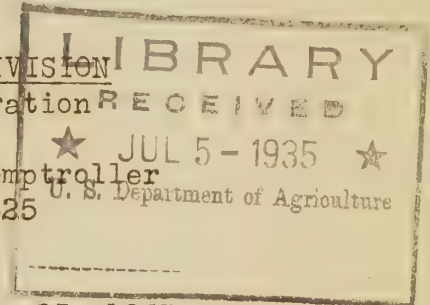
RM:EB:td
6-21-35
AAA-Solicitor

June 28, 1935

MEMORANDUM TO THE HEAD OF EACH DIVISION

Agricultural Adjustment Administration

Re: Letter of May 25, 1935, from the Comptroller
General of the United States, A-51625



Attached hereto are copies of letter of May 25, 1935, to the Secretary of Agriculture from the Comptroller General of the United States (A-51625) and of its acknowledgment. Each head of Division concerned in the preparation and approval of the forms mentioned by the Comptroller General is requested to see that the facts as to the changes, additions, and omissions described in Mr. McCarl's letter are promptly established and stated by each Division concerned, together with the reasons for the making of them, in the form of a draft of a section of the letter the Secretary intends to forward after the investigation is completed. Such draft should also include a resubmission of each of the forms mentioned which contains any addition to or omission from or change in the form which was originally submitted to the Comptroller General. The resubmission should refer to the date of the letter making the original submission and of any letter supplementary thereto and should explain concisely and precisely the changes, additions, or omissions and the reasons therefor. When the various drafts are received by me I intend to forward them to the Solicitor to be incorporated into a draft of a full reply to the Comptroller General for the signature of the Secretary.

It will be observed that in the Secretary's acknowledgment to the Comptroller General it is stated that instructions are being issued to guard against any further occurrence of the nature Mr. McCarl mentions. Those concerned with the forms mentioned or any forms evolved in the future which are to be submitted to the General Accounting Office for approval will please regard this as formal instructions to that effect.

Each Division head should also examine every form heretofore issued for use under his immediate supervision which has been submitted to the Comptroller General for approval and is not mentioned in Mr. McCarl's letter, and if any changes, omissions, or additions have been made they should be set forth and explained in a separate draft of a section suitable to be similarly incorporated in a separate letter from

the Secretary relating to cases other than those covered by Mr. McCarl's letter, if there are any such, likewise resubmitting for approval each such form involved.

Chester C. Davis

Administrator.

COMPTROLLER GENERAL OF THE UNITED STATES

Washington

A-51625

May 25, 1935.

The Honorable

The Secretary of Agriculture

Sir:

There have been received in this office printed copies of the several accounting forms listed below which were procured for the use of the Agricultural Adjustment Administration, and which previously have been submitted by the Department to this office for approval.

It is noted that the following changes, additions, and omissions, constituting alterations in the forms as approved by this office, have been made:

Form No. 11, Disbursing Unit; Register of Checks, white
blue, pink, and yellow

The "card", indicating my approval, as of February 14, 1935, is not included in said form. (See my letter of February 14, 1935.)

Form Sugar P.R.1, Puerto Rico Sugar Cane Production
Adjustment Contract

Changed as follows:

Page 1, Part I:

Par. (2) Word "Sugar" added to paragraph title.

(a), (a(4)), (b); wording changed

Par. (3) Paragraph title added.

(a), (b); additions and omissions.

Page 2:

Par. (4) The words "estimated" and "adjusted" added.

(8(5)) wording changed.

(9) Omissions from end of paragraph.

Page 3:

Par. (13(b)) Changes and additions.

Page 4, Part II:

Opening remarks; sentence added.

Page 7, Part VI:

Par. (33) Changes and Additions.

(See my letter of March 18, 1935.)

Form Sugar 103, Sugarcane Production Adjustment Contract.

Changes and additions have been made in the following sections
of the form:

Opening paragraph -

Part I, Par. 1(b); 3(a); 6, additional sentence added
at end; 8, addition to title of paragraph; 14,
additional sentence at end.

Part II, Par. 15(b) Singular possessive changed to
plural possessive in the word "producers".

Distribution of Payments:

This section deleted from printed form.

Recapitulation of Payments:

Certificate of Administrative Officer;

Certificate of Comptroller:

Additions of "advance 1934".

(See my letter of November 28, 1934.)

Form PN-1, Peanut Production Adjustment Contract.

The form was printed without prior approval of this office; see my letter of December 10, 1934, approving the form with certain changes and additions.

Form PN-3, Agreement and Application for Peanut
Diversion Payments by Producer.

Same comments as above for Form PN-1.

Form PN-12, Oil Miller's Offer to Divert Farmers' Stock
Peanuts into Manufacture of Peanut Oil.

The "card", indicating my approval, as of January 25, 1935, is not included in said form. (See my letter of January 25, 1935.)

Form No. CBA-3, Schedule of Payments Approved,
National Surplus Cotton Tax-exemption
Certificate Pool; First Distribution.

The "card" of approval is not included in said form. (See my letter of February 14, 1935.)

Form No. Cotton 104, 1935 Supplementary Document
Relating to 1934 and 1935 Cotton
Acreage Reduction Contract Entered
Into in 1934.

Title of Part I changed.

Par. 2; changes and addition.

Par. 4; Additional stipulation incorporated.

(See my letter of February 9, 1935.)

Form 1024, Statement of Administrative Expenses.

The form was printed without prior approval of this office;

see my letter of March 1, 1934.

Form 1025, Receipt, County Corn-Hog Control Association.

Same comments as above for Form 1024.

Under the provisions of the Budget and Accounting Act, 1921, it is the duty and responsibility of this office to approve and prescribe all accounting forms. Such responsibility enables this office to determine in advance, to a large extent, the information and facts that will be necessary for the purpose of audit and it is incumbent upon the various departments and establishments, when the forms have been so submitted and approved, to see that the said forms are printed and used as contemplated by such approval.

The matter is being brought to your attention in order that those concerned may be given instructions which will prohibit the use of unapproved accounting forms and the alteration of forms having the formal approval of this office.

In order that due consideration may be given to changes made in approved forms as above enumerated I will appreciate advice of the reasons prompting such changes.

Your cooperation is appreciated.

Respectfully,

/s/ J. R. McCarl
Comptroller General
of the United States

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

RM:ws
6-10-35
AAA-Solicitor

The Honorable,

The Comptroller General of the United States.

Sir:

Your letter of May 25, 1935, (A-51625), relative to the approval of certain accounting forms and the use of such forms, is acknowledged.

The precise circumstances attending each of the several instances which you mention of failure to resubmit certain approved forms with respect to which administrative considerations have required some changes from the form originally submitted to and approved by you, and of the printing of forms in advance of receipt of formal approval and of issuance of forms lacking indication of the fact and date of your approval, will apparently require some time to determine fully. A complete report will be transmitted to you at the earliest possible date together with a resubmission for formal approval of all forms mentioned which may have been in any respect modified subsequent to your formal approval.

Meanwhile, however, instructions have been issued to prevent the subsequent occurrence of similar instances.

The Agricultural Adjustment Administration is, of course, highly desirous of maintaining the closest cooperation with your office to facilitate the effective performance of your duties under the law and to have complete assurance that the forms used by it are free from objection from the point of view of Government accounting practice.

In this connection, in view of the large number of such forms necessary to the administration of the Agricultural Adjustment Act and the frequent necessity of prompt preparation and approval of such forms to meet constantly and rapidly shifting developments and conditions in connection with the processes of agricultural production, it would be appreciated if consideration might be given to the establishment of a procedure which would facilitate a closer and more continuous cooperation between your office and the Agricultural Adjustment

Administration than is possible under the present procedure, and whereby consideration might be given to such forms and appropriate action taken by your office as a routine matter without the necessity of the delay which inevitably attends the present practice of formal submission of each such form over the signature of the Secretary of Agriculture after it has been considered in complete detail by all officials concerned in the Agricultural Adjustment Administration and the Department of Agriculture.

This Department has been greatly appreciative of the promptness with which your office has found it possible to give final consideration to the many matters connected with the programs submitted for your approval which required especially prompt approval. On the other hand, in view of the peculiar nature of the programs under the Agricultural Adjustment Act, and the large variety of forms required from time to time for immediate use in the field if they are to be of value, it is suggested that there might be advantage both to your office and to the Agricultural Adjustment Administration in the establishment of a less formal procedure which will effectively provide for your full consideration and approval of such forms if such a procedure can be provided for on a practicable basis.

Respectfully,

H. A. Wallace

Secretary.